

Records Retention Schedule

GEORGIA DEPARTMENT OF HUMAN RESOURCES

Division/Office: Office of Technology and Support Services

Section/Unit: Asset Services Section
Property and Vehicle Management Unit
Specialized Transportation (5310) Unit

Schedule Use: Department Wide

Schedule No.: 94-0029

Admin. Chg. Date: 10-15-97

Record Series Title: VEHICLE HISTORY FILES

Description: Documents relating to ensuring the accountability and lawful disposition of all vehicles owned by the Department.

Included are: Detailed Equipment Listing (Form 5111), Vehicle Load Sheet (Form 4964), Vehicle Application (Form MV-1), Certificate Of Origin For A Vehicle, Transfer Form and Invoice, and State Vehicle System Basic Information listing.

File Arrangement: By vehicle serial number (last 5 digits).

Retention/Disposition Instructions:

Cut off files at end of each fiscal year as follows:

1) ASSET SERVICES SECTION

Hold in current files area for 1 year; transfer to local holding area or State Records Center, hold 4 years; then destroy.

2) ALL OTHER DHR ORGANIZATIONAL ENTITIES

Maintain in current files area until all audits have been completed, program questions have been answered and longer needed for reference, then destroy.

Confidential: No - Open Record

Supersedes: 76-12, 76-176 to 179 inclusive and 90-006. 94-0029 (8-23-94).

(a:94-0029)

97-258

970922-04

STATE RECORDS COMMITTEE
Approval Signature Sheet
Records Retention Schedule
Application #931216-02

Sheet 5 of 5

Schedule Number: 94-0029

Effective Date: 08/23/94

Supersedes Schedule Number: 90-0006

Effective Date: 03/29/90

and

Superseded Schedule Number: 76-0012

Effective Date: 02/09/76

and is an

Exception to Statewide Common Schedules Number: 76-176 through 76-179

Effective Date: 05/24/76

Creating Agency: Department of Human Resources
Budget Services/Office of Support Services
Material Management Section
Transportation/Equipment Unit

Series Title: Vehicle History Files.

Dates Covered: 1972 - [ongoing]

Access: Open.

Disposition

Instructions: Material Management Section:

Cut off files at end of fiscal year.

Hold in current files area one (1) year.

Transfer local holding area, or to State Records Center, and
hold four (4) years.

Destroy.

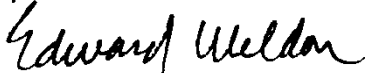
All Other DHR Entities:

Cut off file at end of fiscal year.

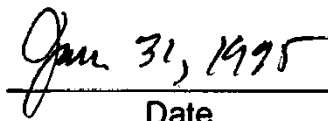
Maintain in current files area until all audits and program
questions have been answered and the file is no longer
needed for reference.

Destroy.

The State Records Committee has authorized the approval of these disposition
instructions for the records series described in the attached records retention schedule
application.



Edward Weldon
Secretary of State Designee


Date